
**State of Michigan
Michigan Department of Health and Human Services**

**CRIME VICTIM SERVICES COMMISSION
2015 – 2016 FISCAL YEAR**

NOTICE OF FUNDING AVAILABILITY

**VICTIMS OF CRIME ACT (VOCA)
CRIME VICTIM ASSISTANCE GRANT
CFDA# 16-575**

I. VOCA CRIME VICTIM ASSISTANCE GRANT APPLICATION INFORMATION

The VOCA Grant Application package is posted on the Crime Victim Services Commission's (Commission) website at URL: www.michigan.gov/crimevictims. Applicants should contact Leslie O'Reilly, VOCA Program Specialist at (517) 241-5249 or OREILLYL@michigan.gov for clarification of any programmatic and eligibility requirements. General questions about the application can be sent to the VOCA Grants General email box at MDCH-CVSC-VOCA-GRANTS@michigan.gov. The application package contains the necessary forms and detailed information required to make an application for a Fiscal Year 2015-2016 Victims of Crime Act (VOCA) Victim Assistance Grant. Please review this notice prior to completing the application.

II. GENERAL INFORMATION

AUTHORITY

The "Victims of Crime Act of 1984" (VOCA) (P.L. 98473, Title II, Chapter XIV) as amended by the "Children's Justice and Assistance Act of 1986" Pub L. 99-401, the "Anti-Drug Abuse Act of 1988", Pub L. 100-690, Title VII, Subtitle D, and "The Violent Crime Control and Law Enforcement Act of 1994 (P.L. 103-322, Title XXIII, Subtitle B.)

III. STATEMENT OF PURPOSE

The Crime Victim Services Commission (Commission), an agency of the Michigan Department of Health and Human Services, administers pass-through funds from the U.S. Department of Justice Office for Victims of Crime under the VOCA Crime Victim Assistance grant program. The Commission has allocated \$18.7 million for VOCA sub-grants for the Fiscal Year 2016 period of 10/1/2015-9/30/2016. The VOCA Crime Victim Assistance grant program provides federal financial assistance to public and private non-profit agencies that provide direct services to victims of crime in Michigan. Direct services are defined as those services which respond to the emotional and physical needs of crime victims; assist victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; or restore a measure of safety and security. The following general estimates were used to determine increases in the allocation amounts from current funding levels.

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1. Forty percent (40%) for Native American tribal projects.
 2. Thirty five percent (35%) for projects serving child physical and sexual abuse through Children's Advocacy Centers, victims of Sexual Assault, and underserved victims defined as victims of DUI/DWI, Homicide Survivors, Elder Abuse, and hate crimes.
 3. Thirty percent (30%) or less for projects serving victims of domestic violence.
 4. Twenty percent (20%) or less for public agencies based upon their current spending.
 5. Allocations to Sexual Assault Nurse Examiner projects for program coordination and training to improve access to Forensic Medical exams for victims of adult and child sexual assault in a southeast, southwest and south central Michigan.

The Commission is committed to support and promote best practices in victim services through assessment of needs, delivery of technical assistance and support for quality improvement to ensure that are victim centered and trauma informed. In fiscal year 2016 the Commission will begin a strategic planning process by convening key partners committed to the delivery of an integrated system of quality, victim-centered, trauma informed and evidenced based services to victims. It is our intent to identify gaps in victim services and training and to dedicate available resources which address geographic, cultural and programmatic needs.

IV. DEFINITION OF VICTIM

Crime Victim is anyone of any age who has suffered financial physical, sexual or emotional harm as a result of the commission of a crime. Each person and each situation has varying circumstances with different personal reactions, problems, and needs. A victim is defined as a person against whom the crime was directed, except in the case of homicide and DUI/DWI deaths where the "victims" are survivors. In domestic violence situations, child of spouse/partner abuse victims are considered victims. The spouse/partner of a rape victim, non-offending parts of a child physical or sexual abuse victim, and surviving family members of homicide and DUI/DWI victims are considered victims for the purposes of the crime victim assistance grant program.

V. SUB-GRANTEE ELIGIBILITY REQUIREMENTS

State and local governments, private non-profit organizations and Native American Tribes are eligible applicants. An eligible crime victim assistance program must comply with the requirements listed below. More detailed information about the eligibility may be found in the CVSC VOCA Guidelines Section III. B. Applicant Organization Eligibility Requirements.

1. An applicant agency must be a public agency or a non-profit organization or a combination thereof, which provides direct services to crime victims;
2. Demonstrate a record of providing effective direct services to victims of crime, demonstrate community support of services, have a history of providing direct services in a cost-effective manner, and have financial support from non-federal sources;
3. Meet program match requirements. Match requirements are 20%, cash or in-kind, of the total VOCA project (VOCA grant plus match) for non-profit or public agencies. The match for a Native American tribe/organization, located on a reservation, is 5%, cash or in-kind, of the total VOCA project (VOCA grant plus match);
4. Demonstrate that 25-50 percent of their financial support comes from non-federal sources if they are a new program that has not demonstrated a record of providing victim services;
5. Utilize volunteers;
6. Promote within the community served, coordinated public and private efforts to aid crime victims;
7. Assist victims in seeking available crime victim compensation benefits;
8. Provide services to victims of Federal crimes on the same basis as State crime victims;
9. Provide services, at no charge, through the VOCA funded project. Any deviation from this provision requires prior approval by the VOCA Program Specialist;
10. Maintain confidentiality of client-counselor information, as required by state and federal law;
11. Comply with the applicable provisions of VOCA, the federal VOCA Program Guidelines or regulations, the CVSC VOCA Crime Victim Assistance Grant Certified Assurances, federal regulations governing grants, and the requirements of the OJP Financial Guide which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds and match received;
12. Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws;
13. Ensure Confidentiality of Research Information under 1407(d) of VOCA codified at 42 U.S.C. 10604;
14. Submit to CVSC financial, statistical and programmatic information on the use and impact of VOCA funding.
15. Does not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.

VI. ALLOWABLE SERVICES, ACTIVITIES, AND COSTS

VOCA victim assistance funds are to be used only for those direct services which respond to the immediate needs of crime victims, so that the severity of the psychological trauma is reduced; assist the victim in participating in the criminal justice process; and help restore the victim's sense of dignity, self-esteem, and coping mechanisms. Those costs that are necessary and essential to providing these direct services may be supported with VOCA victim assistance grant funds. More detailed information about the services, activities, and costs may be found in the CVSC VOCA Guidelines Section III. E.1. Allowable Costs for Direct Services.

- A. Personnel costs.
- B. Immediate health and safety.
- B. Mental health assistance.
- C. Assistance with participation in criminal justice proceedings.
- E. Costs necessary and essential to providing direct services.
- F. Special services such as language or disability assistance.
- H. Restorative justice. Prior approval for this service is required.

VII. OTHER ALLOWABLE COSTS AND SERVICES.

The services, activities, and costs listed in VOCA Crime Victim Assistance Guidelines Section II. E. 2. Other Allowable Costs and Services are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the CVSC and the Sub-grantee must agree that direct services to crime victims cannot be offered without support for these expenses, that the Sub-grantee has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items.

- A. Skills training for staff.
- B. Training materials.
- C. Training related travel.
- D. Equipment and furniture.
- E. Advanced technologies.
- F. Contracts for professional services.
- G. Cost of program operations.
- H. Supervision of direct service providers.
- I. Repair and/or replacement of essential items.
- J. Public presentations to identify victims and communicate availability of project services.
- K. VOCA emergency financial assistance funds. Amounts and allowable items are limited.

VIII. NON-ALLOWABLE COSTS AND ACTIVITIES

The following services, activities, and costs, although not exhaustive, cannot be supported

with VOCA victim assistance grant funds. More detailed information about non-allowable costs may be found in the CVSC VOCA Guidelines Section III. E. 3. Non-Allowable Costs and Activities.

- A. Lobbying and administrative advocacy.
- B. Perpetrator rehabilitation and counseling.
- C. Needs assessments, surveys, studies and evaluations.
- D. Fund raising activities including the operations of a resale shop, solicitation, collection and accepting donations.
- E. Prosecution or Law Enforcement activities.
- F. Property loss.
- G. Most medical costs.
- H. Relocation expenses.
- I. Administrative staff expenses.
- J. Development of protocols, interagency agreements, and other working agreements.
- K. The costs of sending individual crime victims to conferences.
- L. Activities exclusively related to crime prevention.

IX. FINANCIAL REQUIREMENTS

A non-profit agency that has a record of providing effective services to crime victims is required to provide a match of 20 percent (20%) of the total project costs with non-federal funds. Native American Indian Tribe is required to provide a match of five percent (5%) of the total project costs with non-federal funds. This match may include cash and/or in-kind contributions. The 20 percent match requirement for existing projects may be computed by multiplying the amount of the federal award by .25. The match for Native American Indian Tribes is 5 percent of the total project amount. For example, a local existing victim assistance program receiving a VOCA award in the amount of \$30,000 would be required to provide match in the amount equal to \$7,500 ($\$30,000 \times .25 = \$7,500$). To calculate the match for a VOCA grant to a Tribe, multiply the amount of federal award amount of \$30,000 by .0526 to provide in-kind match in the amount of \$1,578 ($\$30,000 \times .0526 = \$1,579$). Additional financial requirements including Financial Statement or Single Audit requirements are included in the VOCA Sub-grant award agreement.

X. ASSURANCES

The VOCA Crime Victim Assistance Grant Certified Assurances, VOCA Crime Victim Assistance Final program guidelines or regulations, OJP Financial Guide and federal regulations related to grants, CVSC VOCA Guidelines, and the CVSC Agreement include the grant requirements. Upon application and acceptance of an award the applicant agrees to comply with the conditions of VOCA Crime Victim Assistance Grant.

XI. APPLICATION SCHEDULE

<http://e-grams-mi.com/dch>

July 25, 2015	Notice of Funding Availability Released
July 25, 2015	Notice to Applicant of Allocation Amount
July 25, 2015	Application Available on MI-Egrants
August 15, 2015	Application Due on MI-Egrants
By August 30, 2015	Agency to modify Application if requested
Before October 1, 2015	Agency Authorized Official Signs Agreement
October 1, 2015–September 30, 2016	Fiscal Year 2016 Project Period

XII. APPLICATION SUBMISSION

Prior to submitting the VOCA Crime Victim Assistance grant application, the applicant's authorized official must review and agree to the VOCA Crime Victim Assistance Certified Assurances and the CVSC Sub-grant Agreement. The applicant's authorized official should review the VOCA Crime Victim Assistance Grant Certified Assurances and number 10 in particular prior to submission of this grant application. If the Applicant is delayed in submitting their application or signing their agreement please send a written extension request to Leslie O'Reilly, VOCA Program Specialist at oreillyL@michigan.gov prior to the posted due dates. The written request should include the reason for the delay and expected date of submission or acceptance.

XII. APPLICATION REVIEW

Applications for funding will be reviewed and evaluated by the CVSC based upon the criteria below:

1. Compliance with the Act and VOCA state program guidelines;
2. Completeness and clarity with which it addresses each section of the Application package;
3. Scope of the proposal in terms of the potential number of victims to be provided with appropriate services;
4. The overall concept, feasibility and likelihood of success of the proposal through the applicant's program and fiscal structure;
5. Accountability within the organization leading to quality service delivery;
6. Budget represents responsible grant expenditures and proposal is cost effective; and
7. The applicant's past financial, program reporting and audit compliance.

XIII. AWARD ACCEPTANCE

The official authorized to accept the VOCA Crime Victim Assistance Grant Award Agreement and electronically sign the VOCA Crime Victim Assistance Sub-grant Agreement for the local government (*must be either mayor or county commissioner or an individual designated in writing by those officials*), or private non-profit organization (*must be board chair or individual designated by the Board*). Refer to VOCA Crime Victim Assistance Grant Certified Assurances and number 10 in particular prior to acceptance of this award. If the individual included as the authorized official has changed the Project Director must designate a new Authorizing Official in MI EGrAMS at URL: <http://egramsmi.com/portal> and assign this individual on the VOCA Grant application.

XIV. PROGRAM ADMINISTRATION/PERFORMANCE REPORTS

After a successful applicant agency has been awarded a grant and has entered into a contract with CVSC VOCA Grant funds will be disbursed on a reimbursement basis. Agreements will be monitored through monthly Financial Status Reports, Quarterly Program Reports, civil rights compliance, desk audits and on-site visits, and financial audits. Detailed reporting of final federal and match grant expenditures is required. Due dates for reports are included in the VOCA Sub-grant Agreement.